



BILLING CODE: 3410-30-P

DEPARTMENT OF AGRICULTURE

Food and Nutrition Service

Agency Information Collection Activities: Proposed Collection; Comment Request – State

Administrative Expense Funds Regulations

AGENCY: Food and Nutrition Service (FNS), USDA.

ACTION: Notice.

SUMMARY: In accordance with the Paperwork Reduction Act of 1995, this notice invites the general public and other public agencies to comment on this proposed information collection related to State administrative expense funds expended in the operation of the Child Nutrition Programs (7 CFR parts 210, 215, 220, 226 and 250) administered under the Child Nutrition Act of 1966. This collection is a revision of a currently approved collection.

DATES: Written comments must be received on or before [insert date that is 60 days after publication in the Federal Register].

ADDRESSES: Comments are invited on: (a) Whether the proposed collection of information is necessary for the proper performance of the functions of the agency, including whether the information shall have practical utility; (b) the accuracy of the agency's estimate of the burden of the proposed collection of information, including the validity of the methodology and assumptions that were used; (c) ways to enhance the quality, utility, and clarity of the information to be collected; and (d) ways to minimize the burden of the collection of information on those who are to respond, including use of appropriate automated, electronic, mechanical, or

other technological collection techniques or other forms of information technology.

Comments may be sent to Jon Garcia, Acting Branch Chief, Program Analysis and Monitoring Branch, Food and Nutrition Service, U.S. Department of Agriculture, 3101 Park Center Drive, Room 640, Alexandria, VA 22302. Comments will also be accepted through the Federal eRulemaking Portal. Go to <http://www.regulations.gov>, and follow the online instructions for submitting comments electronically.

All written comments will be open for public inspection at the office of the Food and Nutrition Service during regular business hours (8:30 a.m. to 5 p.m., Monday through Friday) at 3101 Park Center Drive, Room 640, Alexandria, Virginia 22302.

All responses to this notice will be summarized and included in the request for Office of Management and Budget approval. All comments will be a matter of public record.

FOR FURTHER INFORMATION CONTACT: Requests for additional information or copies of this information collection should be directed to Mr. Jon Garcia at (703) 305-2590.

SUPPLEMENTARY INFORMATION:

Title: 7 CFR Part 235, State Administrative Expense Funds Regulations

Form Numbers: FNS-74, FNS-525, FNS-777

OMB Number: 0584-0067

Expiration Date: 04/30/2013

Type of Request: Revision of a currently approved collection

Abstract: Section 7 of the Child Nutrition Act of 1966 (Public Law 89-642), 42 U.S.C. 1776, authorizes the Department to provide Federal funds to State agencies (SAs) for administering the Child Nutrition Programs (7 CFR parts 210, 215, 220, 226 and 250). State Administrative Expense Funds (SAE), 7 CFR Part 235, sets forth procedures and recordkeeping requirements for use by SAs in reporting and maintaining records of their needs and uses of SAE funds. The reporting and recordkeeping burden associated with this revision is summarized in the charts below. The number of SAs participating in the CN programs decreased from 88 to 87 resulting in a decrease of 2 reporting burden hours and a decrease of 104 recordkeeping burden hours. A program adjustment to increase a recordkeeping requirement resulted in an increase of 129 burden hours for a net increase of (+23) total burden hours associated with this revision.

Total Burden including Reporting and Recordkeeping:

Affected Public: State Agencies

Estimated Number of Respondents: 87

Estimated Number of Responses per Respondent: 148

Estimated Total Annual Responses: 12,890

Estimate Time per Response: 1.05

Estimated Total Annual Burden: 13,548

Current OMB Inventory: 13,526

Difference Burden Revisions Requested: +22

Refer to the table below for estimated total annual burden for each type of respondent.

Affected Public	Est. No. of Respondents	No. of Responses per Respondent	Total Annual Responses	Est. Total Hours per Response	Est. Total Burden
Reporting					
State Agencies	87	6.8621	597	1.335	797
Total Estimated Reporting Burden	87	---	597	---	797
Recordkeeping					
State Agencies	87	141.29885	12,293	1.03725	12,751
Total Estimated Recordkeeping Burden	87	---	12,293	---	12,751
Total of Reporting and Recordkeeping					
	Est. No. of Respondents	No. of Responses per Respondent	Total Annual Responses	Est. Total Hours per Response	Est. Total Burden
Reporting	87	6.8621	597	1.335	797
Recordkeeping	87	141.29885	12,293	1.03725	12,751
Total	87	148.16	12,890	1.05	13,548

Audrey Rowe
Administrator
Food and Nutrition Service

January 25, 2013_
Date

Attachments

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a Collection of Information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0584-0067. The time required to complete this information collection is estimated to average 15 minutes per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection.

INSTRUCTIONS: Sign and submit the original and one copy of this Agreement to your FNS regional office. You must have original signatures on both copies of the agreement and the following attachments, which become part of this Agreement: Certification Regarding the Drug-Free Workplace Requirements (Form AD-1049); Certification Regarding Lobbying; and Disclosure of Lobbying Activities (Form SF-LLL).

**FEDERAL-STATE AGREEMENT
CHILD NUTRITION AND FOOD DISTRIBUTION PROGRAMS
FOOD AND NUTRITION SERVICE
U.S. DEPARTMENT OF AGRICULTURE**

1. What is the purpose of this agreement?

This agreement sets out the requirements for administering the Child Nutrition Programs and the Food Distribution Programs.

2. Who are the parties to this agreement?

The Food and Nutrition Service (FNS), U.S. Department of Agriculture (USDA) (State agency). In consideration of the funds and commodities provided by FNS to the State agency and the services provided by the State agency, the parties agree to the provisions of this agreement.

3. What programs does this agreement cover?

This agreement covers the programs noted with an "x" in the chart below. If the State agency decides to discontinue or begin administration of any of these programs after signing this agreement, the State agency must provide FNS advance written notice, including the proposed effective date of the change. Upon approval of the request, FNS will enter into a new agreement or amend this agreement.

	National School Lunch Program	School Breakfast Program	Special Milk Program	Com- modity School Program	Child and Adult Care Food Program	Summer Food Service Program	Nutrition Education Training	Food Distri- bution Programs
Public schools	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Private schools	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Public residential child care institutions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Private residential child care institutions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Nonresidential child care institutions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Nonresidential adult care institutions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Service institutions (including camps)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Charitable institutions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disasters and situations of distress	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CSFP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FDPIR and FDPI in Oklahoma	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Nonprofit summer camps	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TEFAP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (describe)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4. What are the definitions for the terms used in this agreement?

The terms in this agreement have the same meaning as they are defined in the program statutes, program regulations, and the glossary in Appendix A to this agreement.

5. What is the authority for this agreement?

This agreement is authorized by the program statutes listed in Appendix A to this agreement.

6. What is the duration of this agreement?

This agreement is effective for the Federal Fiscal Year from October 1, _____ to September 30, _____. This agreement may be extended by FNS. The extension will be in the form of the annual grant award document announcing the grant amounts for each program for each Federal Fiscal Year.

7. How may this agreement be terminated?

This agreement may be terminated in accordance with the program statutes, program regulations, and 7 CFR Parts 3015.124, 3016.43 and 3016.44.

8. May this agreement be amended?

This agreement may be amended only by FNS. However, either FNS or the State agency may propose amendments. FNS amendments are not subject to approval by the State agency. By continuing to operate the covered programs after an amendment to this agreement, the State agency agrees to comply with the amendment.

If the State agency does not wish to comply with an amendment, the State agency must seek to terminate the agreement in accordance with Section 7 of this agreement.

9. What are the requirements for FNS?

Subject to available appropriations, FNS will provide funds and commodities to the State agency for the programs covered by this agreement. In addition and also subject to available appropriations, FNS will provide State Administrative Expense funds and Cash-in-Lieu of Donated Foods (7 CFR Part 240) when the State agency is approved to administer a program for which those funds are available.

FNS will provide the funds and commodities in accordance with program statutes, program regulations, any FNS instructions, policy memoranda, guidance, and other written directives interpreting the program statutes and program regulations, and the other statutes and regulations cited in this agreement.

10. What are the requirements for the State agency?

A. Program Statutes, Program Regulations, Instructions, Policy Memoranda, and Guidance

The State agency will comply with the program statutes and program regulations applicable to the programs covered by this agreement. The State agency also will comply with any FNS instructions, policy memoranda, guidance, and other written directives interpreting the program statutes and program regulations applicable to those programs.

B. Departmental Regulations on Grants and Cooperative Agreements

The State agency will comply with the following USDA Regulations:

- i. 7 CFR Part 3015, Uniform Federal Assistance Regulations;
- ii. 7 CFR Part 3016, Uniform Administrative Requirements for Grants and Cooperative Agreements;
- iii. 7 CFR Part 3019, Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals and Other Non-Profit Organizations, and Institutions;
- iv. 7 CFR Part 3051, Audits of Institutions of Higher Education and Other Nonprofit Institutions;
- v. 7 CFR Part 3052, Audits of States, Local Governments, and Nonprofit Organizations.

C. Debarment and Suspension

The State agency will comply with 7 CFR Part 3017, Subparts A-E, Governmentwide Debarment and Suspension (Nonprocurement). If this agreement covers Food Distribution Programs other than food distribution related to the Child Nutrition Programs, and the State agency has signed and attached to this agreement the Certificate Regarding Debarment, Suspension, and Other Responsibility Matters-Primary Covered Transactions, the SA must submit an additional Certification to FNS by October 1 of each year.

D. Nondiscrimination and Equal Employment Opportunity

The State agency will comply with the following nondiscrimination statutes and regulations, any other related regulations, and any FNS and USDA nondiscrimination directives:

- i. Title VI of the Civil Rights Act of 1964 (42 U.S.C. 200d et seq.), USDA regulations at 7 CFR Part 15, Nondiscrimination, and Department of Justice regulations at 28 CFR Part 42, Nondiscrimination; Equal Employment Opportunity; Policies and Procedures;
- ii. Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.) and USDA regulations at 7 CFR Part 15a, Education Programs or Activities Receiving or Benefitting from Federal Financial Assistance;
- iii. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), USDA regulations at 7 CFR Part 15b, Nondiscrimination on the Basis of Handicap in Programs and Activities Receiving Federal Financial Assistance, and Department of Justice regulations at 28 CFR Part 41, Implementation of Executive Order 12250, Nondiscrimination On The Basis of Handicap In Federally Assisted Programs; and
- iv. The Age Discrimination Act of 1975 42 (U.S.C. 6101 et seq.),

The State agency assures that it will immediately take any measures necessary to effectuate the requirements in the laws, regulations, and directives. The State agency gives this assurance in consideration of and for the purpose of obtaining the funds and commodities provided under this agreement.

E. Lobbying

The State agency will comply with the 7 CFR Part 3018, New Restrictions on Lobbying and has signed and attached to this agreement the Certificate Regarding Lobbying and, if applicable, the Disclosure of Lobbying Activities (Forms SF-LLL) and annually will sign and submit a certificate, if applicable, Form SF-LLL to FNS.

F. Drug-Free Workplace

The State agency will comply with 7 CFR Part 3017, Subpart F, Drug-Free Workplace and will maintain a drug-free workplace in accordance with (check one):

- ☐ The current annual single State or State agency drug-free workplace certification statement that is on file with USDA.
- ☐ The Certification Regarding the Drug-Free Workplace Requirements (Form AD-1049) that the State agency has signed and attached to this agreement.

11. How do changed or new statutes, regulations, instructions, policy memoranda, and guidance affect this agreement?

By continuing to operate the covered programs after the enactment or issuance of any changed or new statutes or regulations applicable to the programs covered by this agreement and any changed or new instructions, policy memoranda, guidance, and other written directives interpreting these statutes or regulations, the State agency agrees to comply with them.

If the State agency does not wish to comply with any changes or new items, the State agency must seek to terminate the agreement in accordance with Section 7 of this Agreement.

12. Signatures

STATE AGENCY	USDA
By (Signature)	By (Signature)
TITLE	TITLE
DATE	DATE

Appendix A -- Glossary

"Child Nutrition Programs" means:

National School Lunch Program (NSLP)
Special Milk Program for Children (SMP)
School Breakfast Program (SBP)
Commodity School Program
Summer Food Service Program (SFSP)
Child and Adult Care Food Program (CACFP)
Nutrition Education and Training Program (NET)
State Administrative Expense Funds (SAE)

"Food Distribution Programs" means:

The commodity donation portion of the Child Nutrition Programs
Commodity assistance for charitable institutions
Commodity Supplemental Food Program (CSFP)
Commodity assistance for disasters and situations of distress
Food Distribution Program for households on Indian reservations (FDPIR)
Food Distribution Program for Indian households (FDPI) in Oklahoma
Commodity assistance for nonprofit summer camps
The Emergency Food Assistance Program (TEFAP)

"Program Statutes" means:

for the Child Nutrition Programs

Richard B. Russell, National School Lunch Act (42 U.S.C. 1751-69h)
Child Nutrition Act of 1966 (42 U.S.C. 1771-91)

for the Food Distribution Programs

general and charitable institutions

Commodity Distribution Reform Act and WIC Amendments of 1987 (7 U.S.C. 612c note)
Section 32 of the Act of August 24, 1935 (7 U.S.C. 612c)
Section 416(a) of the Agricultural Act of 1949 (7 U.S.C. 1431(a))

CSFP

Sections 4(a) and 5 of the Agriculture and Consumer Protection Act of 1973 (7 U.S.C. 612c note)

Disasters and Situations of Distress

Section 412 and 413 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5179-80)
Section 4(a) of the Agriculture and Consumer Protection Act of 1973 (7 U.S.C. 612c note)

FDPIR

Section 4(b) of the Food Stamp Act of 1977 (7 U.S.C. 2013(b))
Section 4(a) of the Agriculture and Consumer Protection Act of 1973 (7 U.S.C. 612c note)

FDPI for Oklahoma

Section 1336 of the Food Stamp and Commodity Distribution Amendments of 1981

Nonprofit Summer Camps for Children

Section 4(a) of the Agriculture and Consumer Protection Act of 1973 (7 U.S.C. 612c note)

TEFAP

Emergency Food Assistance Act of 1983 (7 U.S.C. 7501-16)

"Program Regulations" means the regulations noted below:

7 CFR Part 210 National School Lunch Program
 Part 215 Special Milk Program for Children
 Part 220 School Breakfast Program
 Part 225 Summer Food Service Program
 Part 226 Child and Adult Care Food Program
 Part 227 Nutrition Education and Training Program
 Part 235 State Administrative Expense funds
 Part 240 Cash in Lieu of donated foods
 Part 245 Determining eligibility for free and reduced price meals and free milk in schools
 Part 247 Commodity Supplemental Food Program
 Part 250 Donation of foods for use in the United States, its territories and possessions and areas under its jurisdiction
 Part 251 The Emergency Food Assistance Program
 Part 253 Administration of the Food Distribution Program for households on Indian reservations
 Part 254 Administration of the Food Distribution Program for Indian households in Oklahoma

U.S. DEPARTMENT OF AGRICULTURE - FOOD AND NUTRITION SERVICE
**STATE ADMINISTRATIVE EXPENSE FUNDS
REALLOCATION REPORT**

GRANTEE NAME

See Instructions on Reverse

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0584-0067. The time required to complete this information collection is estimated to average 12.5 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

CURRENT STATUS OF SAE FUNDS (to be completed by regional office)

CURRENT FISCAL YEAR _____

AUTHORIZED FUNDING LEVEL

\$ _____

I. USE OF AUTHORIZED FUNDING LEVEL	DOLLAR AMOUNT	TOTAL DOLLARS
A. Estimate of funds to be obligated by September 30 of the current fiscal year.	\$ _____	
B. Funds from the Current Fiscal Year Grant to be carried over for obligation and expenditure during the next fiscal year.	\$ _____	
II. TO INCREASE THE AUTHORIZED FUNDING LEVEL (Justification Required)		
TOTAL AMOUNT OF ADDITIONAL FUNDS REQUESTED IN EXCESS OF AUTHORIZED FUNDING LEVEL (MUST EQUAL A + B)		\$ _____
A. Amount of these funds to be obligated by September 30 of the current fiscal year.	\$ _____	
B. Amount of these funds to be carried over for obligation and expenditure during the next fiscal year.	\$ _____	
III. TO DECREASE THE AUTHORIZED FUNDING LEVEL		
TOTAL AMOUNT OF FUNDS TO BE RETURNED TO FNS (MUST EQUAL A + B)		\$ _____
A. Funds from the Current Fiscal Year Grant to be returned.	\$ _____	
B. Funds from the Preceding Fiscal Year Grant to be returned.	\$ _____	

IV. ASSURANCES

BY SIGNING BELOW, I (THE AUTHORIZED STATE OFFICIAL) ATTEST THAT THE STATE AGENCY:

- A. Will need the total amount of additional funds indicated under Section II (Total Dollars) for the Current Fiscal Year Grant.
- B. Authorizes release and hereby releases from its Current Fiscal Year Grant the amount entered on Line III, A and from its Preceding Fiscal Year Grant the amount entered on Line III, B making such funds available to FNS for reallocation to other State agencies.

V. SIGNATURES

AUTHORIZED STATE OFFICIAL	TITLE	DATE
REGIONAL ADMINISTRATOR OR DESIGNATED FNS OFFICIAL		DATE

INSTRUCTIONS FOR FNS-525

(All Items Are Self-Explanatory Unless Noted Below)

All State agencies (SAs) must complete this form. This must be done even if an SA is not requesting or returning funds.

DEFINITIONS (For purposes of this report)

1. **AUTHORIZED FUNDING LEVEL** - The amount of SAE funds available to an SA for a given fiscal year, including the Current Fiscal Year Grant plus previous fiscal year's carryover funds.
2. **CARRYOVER FUNDS** - SAE funds which are available to the SA for obligation and expenditure during the second year of the grant.
3. **CURRENT FISCAL YEAR GRANT** - SAE grant available for the current and next fiscal years, and expiring September 30 of the next fiscal year.
4. **PRECEDING FISCAL YEAR GRANT** - SAE grant available for the preceding and current fiscal years, and expiring September 30 of the current fiscal year.
5. **OBLIGATION** - This includes outlays and unliquidated obligations as reported on line "K" of the SF-269 report.

CURRENT STATUS OF SAE FUNDS

Review the information completed by the regional office for accuracy. Please contact the regional office if there is any discrepancy.

SECTION I - USE OF AUTHORIZED FUNDING LEVEL

Please note: Under Current Status of SAE Funds, the Authorized Funding Level should equal the sum of I, A and I, B and III. If these amounts are not equal, please provide an explanation for the difference.

Enter the best estimate of the amount of the Authorized Funding Level (under Current Status of SAE Funds) which will be obligated by September 30 of the current fiscal year.

SECTION II - TO INCREASE THE AUTHORIZED FUNDING LEVEL

Before any request for additional funds can be considered, an explanation for the planned use of carryover funds is necessary. Any carryover funds for the current fiscal year an SA anticipates having must be earmarked for an essential one-time only activity. Requests from SAs will be considered for funding only to the extent that anticipated carryover funds are insufficient to cover essential one-time only activities.

A written justification is required for each activity for which funds are requested. Only requests from an SA for one-time only activities that can be demonstrated to be essential to the administration of its program(s) will be considered for funding. The justification included with the request for reallocation funds must include the following:

1. Description of the use of funds - objectives and activities planned.
2. If more than one item is being requested, rank the items in descending order of priority.
3. Description of how the Child Nutrition Programs will be adversely affected if an SA does not receive reallocation funds.
4. For projects - a) time period during which project is to be completed; b) the methods to be used in evaluating the project; and c) the results to be obtained.
5. Itemized costs of activity, including (as applicable): a) salaries and fringe benefits, b) travel expenses, c) office equipment, d) training and education, e) general administrative costs (specify), f) other costs (specify and explain), g) total direct costs, h) total indirect costs, and i) total costs.
6. Sources of funding for activity, including (as applicable): a) local contribution, b) State contribution, and c) total amount of SAE request.

SECTION IV - ASSURANCES

- A. Applicable only to those SAs requesting SAE funds.
- B. Applicable only to those SAs returning SAE funds.

SECTION V - SIGNATURES

All SAs must sign this form. This must be done even if an SA is not requesting or returning funds.

[illegible]

No further monies or other benefits may be paid out under this program unless this report is completed and filed as required by existing regulation (34 C.F.R. 256). NOTE: When reordering this form specify "FNS-777 Child Nutrition"

Public reporting burden for this collection of information is estimated to average 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: U.S. Department of Agriculture, Food and Nutrition Services, Office of Research and Analysis (0584-0002).

FORM FNS-777 (10-12) Previous Editions Obsolete

Electronic Form Version Designed in Adobe 10.0 Version

SBU

Electronic Form Version Designed in Adobe 10.0 Version

[illegible]

NOTE: When reordering this form specify "FNS-777 Child Nutrition"

No further monies or other benefits may be paid out under this program unless this report is completed and filed as required by existing regulation (34 C.F.R. 299.20).

Public reporting burden for this collection of information is estimated to average 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: U.S. Department of Agriculture, Food and Nutrition Services, Office of Research and Analysis (0584-0067), Alexandria, VA 22302. Do not return the completed form to this address.

INSTRUCTIONS

Please note that the instructions given below may be used as appropriate for completing forms FNS-777 State Administrative Expense (SAE) and/or FNS-777 (CN). Items 1, 2, 3, 6, 7, 9, 10d, 10e, 10g, 10i, 10l and 12 are self-explanatory; specific instructions for other items as follows:

Item Entry

4. Enter the State agency DUNS Number.
5. This space is reserved for an account number or other identifying numbers that may be assigned by the State agency.
8. Enter the month, day, and year of the beginning and ending of this Project/Grant period.
10. The purpose of vertical columns (1) through (20) is to provide financial data for each program, function, and activity for which the State agency received Federal program funds.
- 10a. Enter the cumulative net outlays previously reported. This amount should be the same as the amount reported in Line 10e of the last report. If there has been an adjustment to the amount shown previously, please attach explanation. Show zero if this is the initial report.
- 10b. Enter the total gross program outlays (less rebates, refunds, and other discounts) for this calendar quarter, including disbursements of cash realized as program income. For reports that are prepared on a cash basis, outlays are the sum of actual cash disbursements for goods and services, the amount of indirect expense charged, the value of in-kind contributions applied, and the amount of cash advances and payments made to contractors and subgrantees. For reports prepared on an accrual basis, outlays are the sum of actual cash disbursements, the amount of indirect expense incurred, the value of in-kind contributions applied, and the net increase (or decrease) in the amounts owed by the State agency for goods and other property received and for services performed by employees, contractors, subgrantees, and other payees.
- 10c. Enter the amount of all program income realized in this quarter that is required by the terms and conditions of the Federal grant to be deducted from total program costs. For reports prepared on a cash basis, enter the amount of cash income received during the reporting period. For reports prepared on an accrual basis, enter the amount of income earned since the beginning of the reporting period. When the terms or conditions allow program income to be added to the total award, explain in remarks, the source, amount and disposition of the income.
- 10f. Enter the amount pertaining to the non-Federal share of program outlays included in the amount on line e. For all columns except 11 and 12 (SAE), this entry should be zero.
- 10h. Enter total amount of unliquidated obligations for this program. Included in unliquidated obligations are:
Cash basis – obligations incurred but not paid;
Accrual basis – obligations incurred but for which an outlay has not been recorded.
Do not include any amounts that have been included on lines a through g. On the final report, line h should have a zero balance. If it does not, the State agency's justification must accompany the final report.
- 10j. Enter the Federal share of unliquidated obligations shown on line h. The amount shown on this line should be the difference between the amounts on lines h and i.
- 10k. Enter the sum of the amounts shown on lines g and j. If the report is final, the report should not contain any unliquidated obligations.
- 10m. Enter the unobligated balance of Federal funds. This amount should be the difference between lines k and l.
- 10n. Enter the amount of the advance which has not been offset by valid claims. (As per 7 CFR Part 226.2, advanced payments mean financial assistance made available to an institution for its Program costs prior to the month in which such costs will be incurred).
11. Indirect Expense: This section captures information on indirect costs assessed against the State agency's direct program costs. Indirect cost can be charged only to the following Federal funding sources: Child and Adult Care Food Program Audit (column 3), Summer Food Service Program State Administrative Costs (column 9), and SAE (columns 11 and 12). Complete this information in accordance with the following instructions. If there are no indirect costs to report, you may enter zero or leave the field blank.
 - 11a. Type of Rate(s): State whether each indirect cost rate is Provisional, Predetermined, Final, or Fixed.
 - 11b. Rate: Enter the indirect cost rate(s) in effect during the reporting period.
 - 11c. Period From; Period To: Enter the beginning and ending effective dates for the rate(s).
 - 11d. Base: Enter the amount of the direct cost base against which each rate was applied.
 - 11e. Amount Charged: Enter the amount of the indirect costs charged during the time period specified (Multiply 11b. x 11d.)
 - 11f. Federal Share: Enter the Federal share of the amount in 11e.
 - 11g. Totals: Enter the totals for columns 11d, 11e, and 11f.

[FR Doc. 2013-02254 Filed 02/01/2013 at 8:45 am; Publication Date: 02/04/2013]